

SPECIAL DAY CLASS INSTRUCTIONAL ASSISTANT
Classified Job Description

DEFINITION:

Under the direction and supervision of the site Principal and in cooperation with the classroom teacher, serves as an assistant to certificated personnel in the supervision, care and instruction of physically, emotionally, and educationally handicapped and multi-handicapped students; may assist the teacher or other certificated supervisor with clerical tasks; provides individual health care needs including assisting students with bathroom procedures; provides individual assistance to students with physical limitations, including use of specialized equipment.

DISTINGUISHING CHARACTERISTICS

Incumbents of this classification who work with handicapped students attending classes in the Wright School District are required to supervise students without certificated assistance during the teacher's preparation and lunch periods, and are responsible for students when accompanying them on learning projects off campus.

EXAMPLES OF DUTIES Duties may include, but are not limited to the following:

Assist teachers in the delivery of lessons and other classroom activities.

Work with students in small groups, or a one-to-one basis, to reinforce basic skills or to supplement classroom work.

Prepare for and assist with various classroom projects. Operate audio-visual equipment.

Assist in the preparation of graphic and written teaching materials.

Prepare and maintain records involving student progress.

Assist in ordering and caring for classroom equipment and supplies.

Confer as needed with teachers concerning programs and materials to meet the needs of students.

Administer and grade various types of tests.

Perform a variety of clerical, typing and/or computer duties.

Under the direction of the supervisor/teacher, phone or make personal contact with parents, other teachers and agencies regarding student progress.

Maintain discipline in the classroom while supervising students during the teacher's break and lunch periods.

Perform the following duties if working with physically handicapped students: work with wheelchairs and other equipment for physically handicapped students; help students in the bathroom and clean-up bathroom accidents; serve lunches; load and unload buses; put on and remove prosthesis.

Lift and physically restrain students as necessary.

Perform related duties as assigned.

QUALIFICATIONS/KNOWLEDGE OF

Correct English usage including vocabulary, spelling, grammar, and punctuation.

Effective communication skills, both oral and written.

Principles, practices, and applications of subject of matter or discipline to which assigned.

Indoor/outdoor recreational activities suitable for handicapped students.

Safe work practices and proper lifting techniques.

Knowledge of safe play precautions and practices

Knowledge of basic record keeping forms related to the special education program

ABILITY TO:

Assist with instructional activities in a classroom; learn the procedures, functions and limitations of assigned special education assistant duties; understand the needs of handicapped students; remain calm in situations of stress; perform routine clerical duties; understand and carry-out oral and written directions; maintain confidentiality of student/s personal information and records; establish and maintain cooperative working relationships with teachers, students and others contacted in the course of work; motivate children in participating and learning activities; recognize hazards to safety; learn laws, rules, practices and procedures related to the school's and classroom's educational programs; maintain a clean and pleasant appearance as it relates to setting an example of personal hygiene to the students; and learn to operate office machines.

Perform competently and demonstrate skill and knowledge in the area of responsibility.

Develop rapport with all students, being fair, consistent and respectful

Establish and maintain cooperative working relationships with staff, students and parents

Take appropriate action in emergency situations; follow procedures in a calm, responsible manner

Analyze situations including instruction, class and behavior management, implement an effective course of action, and monitor student progress.

Maintain and improve professional skills and knowledge

Ability to follow instructions and demonstrate initiative

Ability to work independent of supervision

Be flexible and receptive to change

Pass the health screening panel evaluation required by RESIG for this position.

REQUIREMENTS:

Physical ability to:

*Lift/carry up to 10 pounds of weight frequently—50—100 feet at a time
Lift/carry up to 25 pounds of weight occasionally—up to 100 feet at a time
Lift/carry up to 50 pounds of weight occasionally—from 10—100 feet at a time
Lift/carry up to 125 pounds occasionally-often with assistance-several feet a time
for toileting and transfers*

*Use repetitive hand motion, simple and power grasping, hand/arm
twisting/turning.*

*Handle walking on uneven pavement, possible exposure to student illness, injuries, infections
and bodily fluids, and chemicals contained in cleaning products.*

*Meet the physical requirements necessary to safely and effectively perform assigned duties,
including lifting 50 pounds on a regular basis and periodically lifting in excess of 50 pounds
with assistance; may be required to accompany students on field trips; must be able to lift and
physically restrain students at times, to take appropriate action in emergency situations, and
follow procedures in a calm, responsible manner*

EXPERIENCE AND/OR TRAINING

Experience working with students/persons with special needs
Two years of experience as classroom Instructional Assistant or Teacher
Completion of Training for Special Education Behavioral Assistants

LICENSES, CERTIFICATES, AND DOCUMENTATION REQUIRED

Possession of valid California Driver's License
Possession of Instructional Aide Proficiency Certificate
Documentation attesting to skills, training and/or experience in all areas relating to this position

Approved: 6/97
Revisions and RESIG Requirements: 7/03